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**Job Title: Election-Worker & Outreach Coordinator**

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<b>Department/Division:</b>	<b>County Clerk's Office / Bureau of Elections</b>
<b>Salary:</b>	<b>\$16.9403/hr. - \$25.4105/hr. Range: 24</b>
<b>Position Status:</b>	<b>Full-Time/ Classified</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Closing Date:</b>	<b>August 16, 2021</b>
<b>Job #:</b>	<b>8-2021-012</b>

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**Primary Purpose:**

Under the general supervision of the County Clerk and direct supervision of the BOE Chief Deputy Clerk, responsible for the administration, development, implementation, training, and supervision of all precinct boards and temporary election workers. Communicates with entities having elections (e.g. school boards and their staff) to coordinate the election process. Additionally, responsible for the Clerk's Office outreach programs, public information, and writes articles/news releases.

**Essential Job Functions:**

- Ensure compliance with the provisions of the New Mexico Election Code and Election Schools as it relates to the conduct of elections;
- Supervises precinct boards and temporary election workers. Supervisory capacity is inclusive of, but not limited to, monitoring the performance of precinct board members and temporary election workers, providing training, recommending the hire of potential applicants, generating performance evaluations, recommending and initiating disciplinary action regarding precinct boards and temporary election workers as necessary;
- Plans, analyzes, and recommends courses of action to management and keeps track of documentation and assignments for precinct boards and temporary election workers;
- Works with procurement and payroll staff in budget and contracts as it relates to precinct boards and temporary election workers;

- Promptly responds to telephone calls and written communications;
- Performs administrative functions and tasks throughout the County Clerk's Office to include the Bureau of Elections, Recording, and Records Divisions.
- Outreach to voters, public and schools regarding elections; and recruit precinct board members and temporary election workers.

#### **Knowledge / Skills:**

- General knowledge of public administration, business administration, budgets and accounting;
- Must have strong customer service skills and the ability to work under stressful circumstances in dealing with the public and subordinates;
- Communication skills both verbal and written are necessary with the ability to write clearly and concisely;
- Ability to work independently or with others and be aware of all statutory deadlines while maintaining a professional attitude with the public,
- co-workers and County officials;
- Knowledge of office procedures and equipment including basic office machinery and word processing programs; Microsoft Word, Access, Excel, PowerPoint and Outlook;
- Outreach knowledge and skills with no fear of public speaking and with an open and friendly personality;
- Ability to manage a large, multi-cultural and diverse group of poll workers.

#### **Minimum Qualifications:**

- High school diploma or equivalent and six (6) years of experience working in an office environment. Elections experience preferred.

#### **Working Conditions:**

Work is performed in an office setting. Work schedule may include evening and weekend hours. Travel may be required. Manual and finger dexterity required. May be subject to exposure to CRT's and VDT's.

#### **Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Apply Online at:**

**[https://www.santafecountynm.gov/human\\_resources/employment\\_applications](https://www.santafecountynm.gov/human_resources/employment_applications)**.

**Resumes will not be accepted in lieu of the official Santa Fe County employment application. Proof of education, certificates and/or endorsements must be attached to each application.**